

LINCOLN-WOODSTOCK COOPERATIVE SCHOOL BOARD

SAU #68

DATE: September 11, 2024

SCHOOL BOARD MEETING MINUTES

SCHOOL BOARD PRESENT:

Jay Duguay, Chairperson
Mandi Avery
Kevin Bell
Joe Bossie
Casey Caulder
Tamra Ham
Jasmine Weeden

ADMINISTRATION/STAFF/STUDENT PRESENT:

Dr. Mary Steady, Superintendent of Schools
Peter Stivali, Principal
Debbie O'Connor, Financial Manager
Bart King, Technology Assistant
Shaun Hagan, Teacher Representative
Mark Houde, Director of Buildings and Grounds

PUBLIC PRESENT:

None

The School Board meeting was held in the Elementary School Multipurpose Room.

From 5:20 PM to 7:00 PM, the School Board members took part in a training provided by Barrett Christina of the NH School Boards Association (NHSBA).

School Board Chairperson, Jay Duguay called the regular School Board meeting to order at 7:16 PM.

Minutes:

- Jay Duguay asked the Board members for comments or questions relating to the 8/21/2024 Public Hearing and School Board minutes.
 - Tamra Ham noted the date for the NHSBA Delegate Assembly referenced on the final page of the School Board minutes was incorrect. The date for the Assembly is October 19th not October 16th.

Jay Duguay asked for further comment and hearing none, the School Board members approved the 8/21/24 Public Hearing minutes and School Board meeting minutes, with the update as noted, by general consent.

Communication:

- Dr. Steady noted the NCES newsletter was received and included in the Board packets.

Reports:

Business Administrator's Report:

Debbie O'Connor reported:

- The District works with Competitive Energy Solutions (CES) for propane, oil and electricity. This collaboration started years ago with the North Country Superintendents and cooperative purchasing efforts. These efforts have definitely paid off for the District. Propane \$1.599 and Oil \$2.769.
- At the last board meeting athletics transportation issues were discussed. At that point Administration had reached out to Notchview Transportation but had not heard back. The Transportation Committee met on August 23rd and discussed the current transportation needs regarding fall athletic routes. School transportation rules were reviewed, specifically RSA 259:96-a, Mixed Use Bus. A Mixed Use Bus can be used for non-home to school routes, like athletics and field trips and can be a 15 passenger van. A regular home to school bus cannot be a 15 passenger van and has a number of other requirements, including rostered and certified bus drivers and bus driver license endorsement. Under the Mixed Use Bus, the driver only needs to have a regular license and be employed by the District to drive the vehicle. As a result of the meeting, the District reached out to the Town of Lincoln to see if it would be possible to use the Town recreation vans that are only used during the summer months. Since the last school board meeting, Administration has heard back from Notchview Transportation and they can handle the majority of the fall athletics routes. Administration also heard back from the Town of Lincoln with a draft of a Memorandum of Understanding (MOU) between the Town of Lincoln and the School District for the Use of Town-Owned Vehicles. The Town's attorney and insurance company are currently reviewing the MOU. The MOU will then be reviewed by the District's

attorney and insurance company. Between the Notchview coverage and the Town vans, the need for parents to drive students to the games will be lessened.

- During the 2024-25 budget process, there was some technology equipment that was removed from the regular budget and proposed to use the Technology Expendable Trust fund. Administration would like to schedule a trust fund hearing at the next board meeting regarding the technology items which includes the upgrade of the virtual servers. Trey Aldridge will present the information at the hearing, with an approximate cost of \$24,000. There is currently \$37,000 in the Technology Expendable Trust Fund.

Mark Houde reported:

- On 8/28/2024, the fire suppression system dumped in the Elementary School causing the need to close the Elementary School for the day. The system dumped because of a small hole in a pipe in the second ceiling caused by corrosion due to limescale deposits. Because of the location of the pipe and the size of the hole, it was initially difficult to find however, the hole was found, repairs were completed, and the Elementary School reopened the following day. The company that maintains the fire suppression system has recommended that all the pipes in the 2nd ceiling be scoped for limescale deposit/damage. The cost of the scoping process would be approximately \$3,000 and Mr. Houde would like to move forward with scheduling this process perhaps during the 2025 summer.
 - The Board discussed the fire suppression system and determined the scoping process should move forward at the earliest convenience and not wait until summer. Additionally, a cost estimate to replace the system should be researched for future budgeting.

Superintendent's Report:

Dr. Steady reported:

- A STEM Advisory Committee has been established to develop a comprehensive K-12 STEM program including technical education classes. If there are any suggestions for individuals who should be involved in the committee please reach out to Dave Webster.
- Tracey Brumlik will continue with the District three days per week under Title I.
- The Plymouth State University (PSU) Health/PE interns started this week.
- Elementary teachers will be taking part in literacy training on September 24th and 25th.
- The District was able to obtain a small grant to cover the cost of a field trip for students to attend the NH Trades Conference in Concord.
- The NCES newsletter was included in the Board Packet.
- SAU#36 is hosting a school funding and property tax info session with the School Funding Fairness Project on September 16th at 6 PM at White Mountain Regional High School.
- The AP Government class was reinstated this year. The District is currently collaborating with area High Schools regarding an MOU that would allow students to attend AP classes remotely. This would expand the availability of AP classes offerings to area students. The specifics are still being finalized but, once in place, Lin-Wood students will be able to attend AP classes virtually at other Schools and students will be able to attend AP classes at Lin-Wood remotely as well.
- The Board will need to complete the Board Audit Questionnaire. Question 14 on the Questionnaire needs to be completed individually.
- The Board members will need to determine how they would like to proceed with establishing goals for the year.
- There will be a Negotiations meeting with the Lin-Wood Education Association (LWEA) team on Tuesday September 17th at 3:00 PM.
- Open House went well on Tuesday, September 10th.
- Currently 50 students are signed up to attend a field trip to the Outdoor Expo on September 17th.
- Homecoming is Saturday, September 28th.
- There will be a Facilities Committee meeting at 5:30 PM on September 25th in the Elementary School MPR. Following the Committee meeting all Board members will tour the School buildings to review school facility updates. Then, at 6:30 PM there will be a Public Hearing followed by the regularly scheduled School Board meeting.
- There will be an Emergency Response Committee meeting on Tuesday, October 1, 2024 at 9:00 AM in the Elementary School MPR. District staff members received Emergency Response training from the Lincoln Police Department during the August in-service days. This session also included training on the District's Panic Button. Emergency response and the Panic Button will also be mentioned at the next Faculty meeting.

Principal's Report:

Peter Stivali reported:

- The student interns from PSU (Courtney Peabody and Julia Donovan) have started. Courtney and Julia will be mentored by Kristy Duris for Health and Aaron Loukes for PE. The interns will be working out of the Family and Consumer Science room.

- Middle School and Elementary Fall MAP testing has begun.
- Open House went well. It began with a Welcome meeting in the Middle/High School MPR and was designed as a meet and greet. Jack Marshall provided a great meal for Open House attendees.
 - Kevin Bell noted the Welcome meeting was nice to have.
 - Dr. Steady mentioned Open House was well attended. Food was budgeted for 200 people and almost ran out.
- Tamra Ham asked about Family Consumer Sciences Classes?
 - Mr. Stivali noted the Health curriculum includes Family and Consumer Science however, Jen Whitcher also teaches a separate foods class for High School students.
- Joe Bossie asked about the Cell Phone policy?
 - Mr. Stivali noted that things are going well and students, in general, are adhering to the policy.

Committee Reports:

- Jay Duguay noted there were a few policies on second reading to approve and inquired as to why there were two policies regarding Graduation?
 - Sharon Holt mentioned one of the policies (IKF) is the NHSBA recommended policy, the other (IKF-R) goes further into the Graduation specifics for Lin-Wood. Mrs. Holt suggested that the policies be put on the next Policy Committee agenda to look into them being combined.
 - The Board members discussed that having two policies may cause confusion and agreed that these policies should be combined.

Tamra Ham made a motion to approve the three policies presented on the agenda. Jasmine Weeden seconded the motion. Discussion: Nothing further. **Jay Duguay called a vote to approve the motion. All Board members were in favor and the motion carried unanimously.**

Business Requiring Board Action:

Staff Nominations, Recommendations, and Resignations:

- Dr. Steady noted that a letter of intent to retire was received from Julie Rand effective the end of the 2024-2025 School Year.

Tamra Ham made a motion to accept the resignation of July Rand effective the end of the 2024-2025 School Year with regret. Joe Bossie seconded the motion. Discussion: None. **Jay Duguay called a vote to approve the motion. All Board members were in favor and the motion carried unanimously.**

Board Audit Questionnaire:

- Jay Duguay noted the School Board members would complete the questionnaire at the end of the Board meeting.

Recognition of Visitors/Public Participation:

Student: None.

Staff: Jay Duguay welcomed Shaun Hagan.

- Shaun Hagan presented information from the School Nurse, Courtney Donati. There will be a Staff Flu Clinic on September 19th and the Student Flu Clinic will be September 27th.

Community: None.

Board Audit Questionnaire:

- Jay Duguay read each question of the Board Audit Questionnaire aloud and the Board completed the Questionnaire together. Board members were asked to provide updates to Sharon Holt regarding their individual Bios referenced in question 14.
 - The Board discussed including a copy of the District's the Disaster Recovery Plan with the Audit Questionnaire as indicated on the form.

- Sharon Holt noted she would type up the Questionnaire answers provided by the Board and will reach out to Jay Duguay for signature once the Questionnaire form is complete.

Tamra Ham made a motion to adjourn the Board meeting. Jasmine Weeden seconded the motion. Discussion: None. Jay Duguay called a vote to approve the motion. All Board members were in favor and the meeting adjourned at 7:58 PM.

Respectfully submitted,
Sharon Holt, Assistant to the Superintendent